What Goes Where in the Annual Report? 2014

Electronic Material

General rule: If service is purchased as a package of titles with no selection on the part of the library, per PLS, count as a database [08-029] and do not include usage in circulation.

3M Cloud e-books
⇨ Report collection in [09-010 (local) or 09-011 (consortium)], Circulation in [09-003], and Expenditure [05-026 (Op. fund) or 05-031 (Other fund)].

Ancestry.com Library Edition
⇨ Count as one Database [08-029], Expenditure goes in [05-026 or 05-031]

Axis 360 e-books
⇨ Report collection in [09-010 or 09-011], Circulation in [09-003], and Expenditure [05-026 or 05-031].

E-readers or Music-Playing Devices (e.g. MP3 Players)
⇨ Report number owned in [09-022], Circulation in [09-005], and Expenditure in [05-027 or 05-032]

E-readers or Multiple Items Loaded on One Electronic Device
⇨ Count as one Circulated Item

Freading
⇨ Count as one Database [08-029], Circulation in [15-019], and Expenditure in [05-026 or 05-031]

Freegal
⇨ Count as one Database [08-029], Circulation in [15-019], and Expenditure in [05-026 or 05-031]

Gale Databases
⇨ Count as one Database [08-029], and Expenditure in [05-026 or 05-031]

Heritage Quest Online
⇨ Count as one Database [08-029], and Expenditure in [05-026 or 05-031]

HOOPLA
⇨ Count as one Database [08-029], Circulation in [15-019], and Expenditure in [05-026 or 05-031]

INSPIRE
⇨ PREFILLED. Count as 62 Databases [08-028].

Mango Languages
⇨ Count as one Database [08-029], and Expenditure in [05-026 or 05-031]

Naxos Music Library
⇨ Count as one Database [08-029], and Expenditure in [05-026 or 05-031]

NewsBank
⇨ Count as one Database [08-029], and Expenditure in [05-026 or 05-031]

OneClickdigital (Recorded Books)
⇨ Report collection in [09-018 or 09-019], Circulation in [09-003], and Expenditure [05-026 or 05-031].

OverDrive - NOTE:
⇨ New for 2014- you will report total consortium holdings AND local holdings

OverDrive, Audio
⇨ Report collection in [09-018 (local) or 09-019 (consortium)], Circulation in [09-003], and Expenditure [05-026 or 05-031].

OverDrive, E-Books
⇨ Report collection in [09-010 or 09-011], Circulation in [09-003], and Expenditure [05-026 or 05-031].

OverDrive, Music
⇨ Report collection in [09-018 or 09-019], Circulation in [09-003], and Expenditure [05-026 or 05-031].

OverDrive, Video
⇨ Report collection in [09-014 or 09-015], Circulation in [09-003], and Expenditure [05-026 or 05-031].

Playaway Audio Books
⇨ Report number owned in [09-022], Circulation in [09-005], and Expenditure in [05-027 or 05-032]

Project Gutenberg/LibriVox
⇨ Do not report these - Really!

Rocket Languages
⇨ Count as one Database [08-029], and Expenditure in [05-026 or 05-031]

TumbleBooks
⇨ Count as one Database [08-029], Circulation in [15-019], and Expenditure in [05-026 or 05-031]

Tutor.com
⇨ Count as one Database [08-029], and Expenditure in [05-026 or 05-031]

Westlaw
⇨ Count as one Database [08-029], and Expenditure in [05-026 or 05-031]

World Book Online
⇨ Count as one Database [08-029], and Expenditure in [05-026 or 05-031]

Zinio
⇨ Count as one Database [08-029], Circulation in [15-019], and Expenditure in [05-026 or 05-031]

Revenue and Expenditures

Bookkeeping Costs
⇨ If bookkeeper is a temp. or part time employee of the library, report in [05-003]. Otherwise, report in [05-007]

Debt Service
⇨ [05-014; see note]

E-rate
⇨ Report in Other Federal Grants Operating Fund Income [04-018]

Income from Loans and Bond Issues
⇨ Report in [04-026]

Internet Access Costs
⇨ Report in [05-008]

Landscaping Expenses
⇨ Report in [05-012]

Miscellaneous Expenditures
⇨ Report in "Other" [05-016]

Performers and Presenters Fees
⇨ Report in Professional Services [05-007]

Collection and Circulation

Circulation of YA Materials
⇨ Include with circulation of Adult Materials

Evergreen transactions
⇨ Do not report as interlibrary loans [08-001 or 08-002]. ISL will provide this info.

Missing Items in Collection
⇨ Count as part of the collection -- until the decision is made to mark them lost

Library Board

New Board Members Added After End of Fiscal Year
⇨ Report the most current membership information available

Programs

Attendance
⇨ All attendees at programs should be counted, regardless of age (e.g. Count any adults at a YA program)

Technology

AWE computers/Early Literacy Stations
⇨ Do NOT count them as Internet Computers [08-036] or in the Number of Uses of Internet Computers [08-032].